



City of College Park

COMMERICAL AND MULTI-FAMILY RECYCLING GRANT GUIDELINES

PROGRAM OVERVIEW

Program Description

The Commercial and Multi-Family Recycling Grant is a citywide program that reimburses existing, qualified businesses for certain expenses to enable or expand recycling of material generated at their facilities. The City of College Park (the “City”) wants to help commercial establishments expand their recycling in order to reduce the cost and volume of materials sent to the landfill.

Grants will be awarded on a competitive basis.

Examples of projects that could be eligible to receive a recycling grant include:

- Specialized recycling dumpsters or carts for collections.
- Interior recycling bins, compaction equipment, or related signage for use by employees and/or customers.
- Partnering with neighboring businesses to reconfigure trash collection area and create shared space for recycling dumpster or carts, pad, and/or enclosure.
- Purchase of new equipment that is required for a specific recycling collection service.

Applicants are encouraged to develop creative, innovative, lasting and collaborative proposals that increase recycling and could be replicated.

The program is administered by the City and operates on a reimbursement basis. All payments to contractors and City and County departments are the full responsibility of the applicant. The City will verify actual costs incurred by the grantee prior to reimbursement. The program application identifies the conditions and responsibilities for the grant and must be signed by all applicants and partnering businesses (if applicable). The general rules, guidelines, grant terms and conditions, and process are described below.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following criteria in order to be eligible for the Program:

- The commercial establishment is located within the municipal boundaries of the City of College Park.
- 100 percent of the material to be recycled is generated at the applicant's College Park property.
- If the applicant is not the owner of the building, they must possess a fully executed lease that extends, or allows for renewal, two years beyond the submittal deadline.
- The applicant and the property on which the improvements will be made (if applicable) are in good standing with the City (no outstanding code violations, current with all taxes, licenses, etc.).

APPLICATION PROCESS

1. Applicant will prepare and submit the City application and the documentation required in Section 1 of the Submittal Requirements to the City's Sustainability Coordinator.
2. The Sustainability Coordinator will conduct a preliminary review of the application, description, and legal documents and make an initial determination on whether the application is complete and meets the eligibility requirements. The applicant will be notified whether the application is complete and accepted for review, or if the application is deemed incomplete or ineligible.
3. Applications that meet the eligibility requirements will be referred to the Ad Hoc Business Recycling Committee for review.
4. If the application is accepted for further review, the applicant may be requested to meet with the Ad Hoc Business Recycling Committee to discuss the application. *Applications accepted for review are not guaranteed an award of any grant funds from the City.*
5. All applications deemed complete and eligible will be ranked by the Ad Hoc Business Recycling Committee based on the criteria listed in the Evaluation of Applications section below. The Ad Hoc Business Recycling Committee will provide to the City Council a list of the completed applications reviewed, and a list of the specific applications and specific amounts recommended for funding. The City Council shall award the grants it deems appropriate. A notice of the final decision will be sent to each applicant within 10 days of the Council decision.
6. If the City offers to award funding to an applicant, the applicant will be provided additional guidance and documentation to complete the improvements, schedule an inspection of the completed improvements or purchases, and to receive

reimbursement. The applicant shall submit the documentation required in Section 3 of the Submittal Requirements prior to disbursement of grant funds.

SUBMITTAL REQUIREMENTS

1. Preliminary Submittal – Application, Description, and Legal Documents

- Completed and signed application form.
- Copy of Prince George’s County (the “County”) Use and Occupancy Permit.
- In the case of an applicant in leased premises, a signed affidavit that the lease extends or allows for renewal at least two years beyond the submittal deadline.
- Written consent of property owner, if applicant does not own property and the proposed project requires property owner consent.
- Completed College Park Business Recycling Survey, which can be accessed here: <http://www.surveymonkey.com/s/M7QJH58>.
- List of all improvements or equipment to be purchased, a cost estimate for each, the estimated total project cost, and the requested amount of grant funding.

2. Secondary Submittal (If applicable)

- Copies of any construction plans and drawings
- Copies of agreements with contractors
- Construction schedule
- Completed W-9 form

3. Closeout Submittal

- Proof of any required inspections and approvals from the County and/or the City.
- Receipt, review and acceptance of all invoices or other evidence of payment for improvements and equipment and any other supporting records required by the City.

GRANT TERMS

If contractors are needed for the improvements, they must be licensed and insured to do business in the State of Maryland. The applicant is responsible for selecting a qualified contractor and executing the corresponding construction agreement.

All work must be completed within 120 days of notification to the applicant of the grant award in order for the City to provide reimbursement. The City may extend the 120-day period for good cause.

Grant funds will be disbursed directly to the applicant upon the following:

- Proof that any required inspections and approvals from the County and/or the City have been completed.
- Receipt, review, and acceptance of all invoices or other evidence of payment for all improvements and equipment and any other supporting records required by the City.

- A final walk through by the Sustainability Coordinator or designee to inspect the completed improvements or equipment.

ELIGIBLE COSTS

The program is intended to fund improvements and equipment that enable commercial establishments to recycle glass, metal, paper products, grease, oil, food, and/or any other recyclable material in order to decrease the volume of material sent to the landfill. These improvements may include the purchase of capital equipment designed for recycling, or facility changes to create space for the safe, temporary storage of recyclable materials prior to collection. Other eligible costs are construction-related permit fees required for the improvements and the labor and material costs related to the eligible improvements. Receipts must be provided for all materials. **Recycling collection services are not eligible costs for the grant reimbursement.**

The following terms apply to the eligible improvements:

- All improvements must comply with all City and County building codes and zoning regulations.
- All improvements must obtain required construction-related permits.
- All improvement or equipment costs incurred prior to the grant award will not be eligible for reimbursement.

EVALUATION OF APPLICATIONS

Applications will be reviewed after the submittal deadline. Only complete applications will be reviewed and no late submissions will be allowed. Applications that meet the eligibility requirements will be ranked on the following criteria. The maximum score for an application is 35 points.

Evaluation Criteria

1. Collaborative or innovative approach to overcome existing barriers to recycling. Collaboration can be with neighboring businesses, customers, and/or residents. Innovative approaches can include shared space, unique design, incentives that increase recycling, new equipment. Maximum 9 Points
2. Percentage of total project cost covered by business and percentage requested in grant funding. Maximum 5 points
3. Estimated volume and type of material that will be recycled due to the grant, based on evidence of the volume of materials purchased or sold by the business, and/or the volume of recyclable material generated by the business and currently sent to the landfill. *Note: products that historically have been difficult to recycle may receive a high*

rating in this category even if the volume is low compared to other types of materials.
Maximum 5 Points

4. Estimated percentage of current waste that the business will recycle due to the grant.
Maximum 5 points
5. Ability to replicate the project at similar businesses. Maximum 4 points
6. Probability that the project will continue two or more years after the grant award.
Maximum 3 points
7. Effective plan for communicating with and gaining cooperation of employees and customers. Maximum 2 points
8. The business is at least 50% locally-owned, with “local” defined as the Baltimore-Washington metropolitan area and is not part of a national franchise. 2 points

Total Maximum Points: 35

MAINTENANCE OBLIGATION

Applicant shall maintain the improvements to the property in good condition and in accordance with all applicable building codes. The commercial establishment recycling program shall continue for at least 12 months, and the recipient of the award shall provide quarterly reports to the City regarding the volume of materials recycled and other related metrics.